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ABSTRACT

These task lists contain employability skills and tasks for the following health occupations: radiologic aide, activity aide, physical therapy aide, and optometric assistant. The duties and tasks found in these lists form the basis of instructional content for secondary, postsecondary, and adult occupational training programs. Employability skills include identifying employment opportunities, applying job seeking skills, interpreting employment capabilities, demonstrating appropriate work behavior, maintaining a safe and healthy environment, maintaining a business-like image, maintaining working relationships with others, communicating on the job, adapting to change, understanding how a business works, and performing mathematical skills. Tasks are both general for allied health occupations and specific to the occupations. (KC)

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

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TASK LISTS

FOR

HEALTH OCCUPATIONS

CE 058 960

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Radiologic Aide

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Record patient data
2 Obtain and clarify data by listening to patient
3 Write reports concerning patient care and condition, census, accidents and incidents
4 Place and receive telephone calls
5 Answer call signal
6 Call patient/staff using intercom
7 Reinforce instructions from other health professionals to patient and family
8 Maintain confidentiality of patient information
9 Maintain procedures for legal access to patient and/or records
10 Receive patients and visitors
11 Seat and dismiss patient
12 Provide patient with accurate but low stress answers to questions about tests being performed

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Straighten unit
3 Prepare soiled linen for laundry
4 Adjust environmental factors in unit
5 Report unsafe conditions
6 Clean utility and linen rooms
7 Distribute supplies and equipment to unit
8 Stock and store equipment and supplies
9 Report pests
10 Provide for environmental safety
11 Follow safety and emergency procedures
12 Follow disaster procedures
13 Adjust geriatric chair
14 Apply protective restraints
15 Evaluate equipment for service and repair
16 Report service and repair needs for equipment
17 Wash hands aseptically
18 Adjust bed and siderails
19 Use protective apparel when indicated

DUTY C: Providing Personal Care

TASKS:
1 Position patient
2 Apply heel and elbow protectors
3 Turn and position patient
4 Logroll patient
5 Assist patient in using bathroom
6 Assist patient in using urinal
7 Assist patient in using bedpan
8 Assist patient in dressing and undressing

DUTY D: Performing Diagnostic Measures

TASKS:
1 File radiographic reports
2 Maintain radiographic processing equipment
3 Process exposed radiographic film
4 Maintain unexposed radiographic film storage
5 Mix solutions for developing and fixing radiographic film
6 Adjust immobilization devices as directed
7 Use film identification device
8 Verify adequacy of developing and fixing solutions for radiographic film

DUTY E: Performing Management Functions

TASKS:
1 Carry out assignment from supervisor
2 Fill out charge slips
3 File and store radiographs
4 Distribute radiograph reports

DUTY F: Providing Transportation and Mobility

TASKS:
1 Assist patient with standing
2 Assist patient with dangling
3 Assist patient with walking
4 Assist patient in using cane
5 Assist patient in using quad cane
6 Assist patient in using walker
7 Assist patient in using wheelchair
8 Assist patient with crutch walking
9 Apply brace
10 Apply splint
11 Move patient between stretcher and bed using three-person lift
12 Move patient between stretcher and bed using transfer sheet
13 Move patient who can stand to and from wheelchair
14 Move patient who cannot stand to and from wheelchair
15 Transport patient by wheelchair
16 Transport patient by stretcher
17 Carry infant
18 Apply and remove adaptive and supportive devices
19 Transfer patient between x-ray table and wheelchair
20 Transfer patient between stretcher and x-ray table

DUTY G: Providing Care for Patient With Special Needs

TASKS:
1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

HEALTH OCCUPATIONS

Activity Aide
*Employability Skills

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NOTE:

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EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

ACTIVITY AIDE

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Obtain written and verbal information to plan patient care
7 Place and receive telephone calls
8 Reinforce instructions from other health professionals to patient and family
9 Lead patients in group session
10 Maintain confidentiality of patient information
11 Maintain procedures for legal access to patient and/or records

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Adjust environmental factors in unit
2 Report unsafe conditions
3 Report pests
4 Participate in development, implementation and evaluation of disaster plan
5 Follow safety and emergency procedures
6 Follow disaster procedures
7 Adjust geriatric chair
8 Wash hands aseptically

DUTY C: Providing Personal Care

TASKS:
1 Assist patient in grooming hair
2 Care for toenails and fingernails
3 Assist patient with other personal grooming
4 Identify general/special diet
5 Take patient to appointment

DUTY D: Performing Therapeutic Measures

TASKS:
1 Provide therapeutic environment for mentally-ill patient
2 Instruct in therapeutic craft activities
3 Supervise therapeutic craft activities
4 Lead informal group work activities
5 Initiate therapeutic group activities as instructed
6 Demonstrate techniques for active sports, group dances and games
7 Provide therapeutic environment for patients with behavior problems

DUTY E: Performing Management Functions

TASKS:
1 Plan care in conjunction with health team
2 Carry out assignment from supervisor
3 Provide information concerning needs and interests of individual patients (clients or residents)
4 Assist in maintenance of activity area

DUTY F: Providing Transportation and Mobility

TASKS:
1 Assist patient with walking
2 Assist patient in using cane
3 Assist patient in using quad cane
4 Assist patient in using walker
5 Assist patient in using wheelchair
6 Transport patient by wheelchair
7 Transport patient by stretcher
8 Assist patient in activities of daily living
9 Assist patient to and from activities

DUTY G: Providing Psycho-Social Care

TASKS:
1 Apply reality orientation technique
2 Involve patient in recreation
3 Provide diversionary activity for patient
4 Apply techniques to modify behavior of clients
5 Co-lead therapeutic groups
6 Assist patient (client or resident) in developing new skills and interests
7 Assist patient in adjusting to nursing home placement

DUTY H: Providing Care for Patient With Special Needs

TASKS:
1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient
3 Provide assistance to patient who has Alzheimer's disease
4 Provide assistance to confused patient

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Optometric Assistant

*Employability Skills

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DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
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OPTOMETRIC ASSISTANT

DUTY A: Communicating Information

TASKS:
1 Obtain and clarify data by listening to patient
2 Place and receive telephone calls
3 Assist with patient teaching as prescribed
4 Assess patient need for information
5 Receive patients and visitors
6 Record prescriptions

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Evaluate equipment for service and repair
2 Report service and repair needs for equipment

DUTY C: Performing Therapeutic Measures

TASKS:
1 Dispense contact lenses
2 Screen children for color blindness
3 Test children for stereo or depth perception
4 Clean contact lenses
5 Clean cataract lenses

DUTY D: Performing Diagnostic Measures

TASKS:
1 Read and interpret prescriptions
2 Compare new prescriptions to old
3 Measure and record blood pressure
4 Read prescription of lenses in current glasses
5 Read prescription of eye using otorefractor
6 Take retinal photos
7 Conduct fields test

DUTY E: Performing Management Functions

TASKS:
1 File medical/dental records
2 Schedule appointments for patient
3 Prepare statements for mailing
4 Complete insurance form
5 Maintain daily log system of ledger entries
6 Assemble patient record
7 Handle patient's complaints
8 Explain fees

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Physical Therapy Aide

*Employability Skills

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EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

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PHYSICAL THERAPY AIDE

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain and clarify data by listening to patient
5 Write reports concerning patient care and condition, census, accidents and incidents
6 Place and receive telephone calls
7 Call patient/staff using intercom
8 Assist with patient teaching as prescribed
9 Reinforce instructions from other health professionals to patient and family
10 Instruct patient in use of mechanical rehabilitative devices
11 Maintain confidentiality of patient information
12 Maintain procedures for legal access to patient and/or records
13 Receive patients and visitors

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Prepare soiled linen for laundry
3 Report unsafe conditions
4 Stock and store equipment and supplies
5 Report pests
6 Provide for environmental safety
7 Follow safety and emergency procedures
8 Follow disaster procedures
9 Adjust geriatric chair
10 Apply protective restraints
11 Evaluate equipment for service and repair
12 Report service and repair needs for equipment
13 Wash hands aseptically
14 Assist with catheters and drainage tubing care
15 Adjust bed and siderails
16 Maintain hydrotherapy equipment
17 Prepare area for treatment
18 Prepare patient for treatment
19 Set up equipment and supplies for treatment
20 Maintain orthotic equipment including splints and braces
21 Maintain wound care instruments
22 Check therapeutic air and water temperatures

DUTY C: Providing Personal Care

TASKS:
1 Position patient
2 Position patient for examination or treatment
3 Turn and position patient
4 Logroll patient
5 Assist patient in using urinal

6 Assist patient in dressing and undressing
7 Drape for physical exam/treatment

DUTY D: Performing Therapeutic Measures

TASKS:
1 Apply warm compress
2 Apply ice bag
3 Assist with dressing change
4 Apply antiembolism elastic stockings
5 Administer water additive

DUTY E: Performing Diagnostic Measures

TASKS:
1 Measure and record blood pressure
2 Measure and record pulse
3 Measure and record temperature
4 Measure and record respiration
5 Take and record patient's height and weight
6 Record measurements of various parts of body

DUTY F: Performing Management Functions

TASKS:
1 Carry out assignment from supervisor
2 Fill out charge slip
3 File physical therapy records
4 Compile departmental and equipment data
5 Schedule appointments for patient
6 Arrange for maintenance and repair of equipment

DUTY G: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Apply brace
6 Apply splint
7 Move patient between stretcher and bed using three-person lift
8 Move patient between stretcher and bed using transfer sheet
9 Move patient who can stand to and from wheelchair
10 Move patient who cannot stand to and from wheelchair
11 Transport patient by wheelchair
12 Transport patient by stretcher
13 Transfer patient using hydraulic lift
14 Apply and remove adaptive and supportive devices
15 Adjust parallel bars to correct heights
16 Adjust crutches, canes and walkers

DUTY H: Providing Psycho-Social Care

TASKS: 1 Provide emotional and spiritual support for patient and family
2 Respond to emotional needs of terminally ill patient and family

DUTY I: Providing Care for Patient With Special Needs

TASKS: 1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.